



Banacos Academic Center  
Disability Services  
[ds@westfield.ma.edu](mailto:ds@westfield.ma.edu)  
Learning Disabilities Program  
[ldp@westfield.ma.edu](mailto:ldp@westfield.ma.edu)  
Banacos Advisor: \_\_\_\_\_

### Reasonable Accommodations Request

Today's Date: \_\_\_\_\_

**Request for:**

Full academic year: \_\_\_\_\_ (i.e., 2020-2021)

**OR**

Semester: \_\_\_\_\_ (i.e. fall 2020, spring 2021, etc.)

Name: \_\_\_\_\_ UWID#: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (i.e. 555-555-5555) \_\_\_\_\_ WSU Email: \_\_\_\_\_@westfield.ma.edu

Major 1: \_\_\_\_\_ Major 2: \_\_\_\_\_

What academic accommodations are you requesting?

- |   |  |
|---|--|
| <input type="checkbox"/> 50% (time and a half) for exams                                      | <input type="checkbox"/> Reader for exams          |
| <input type="checkbox"/> 100% (double time) for exams   | <input type="checkbox"/> Scribe for exams          |
| <input type="checkbox"/> Reduced distraction environment for exams                            | <input type="checkbox"/> Use of computer for exams |
| <input type="checkbox"/> Calculator for exams   | <input type="checkbox"/> Unlimited printing        |
| <input type="checkbox"/> Allow for backtracking on exams                                      | <input type="checkbox"/> E-text                    |
| <input type="checkbox"/> Classroom (for example: classroom furniture or breaks during class): | <input type="checkbox"/> Note taking assistance    |

What other accommodations are you requesting? \*\*Please type the text boxes to be specific in what you are requesting\*\*

Housing (i.e., single in suite; residential hall with elevator):

Parking: \_\_\_\_\_

Dining: \_\_\_\_\_

Other: \_\_\_\_\_

**Accommodation Notices**

**Send to all instructors:**

I would like all of my instructors to receive a notice of accommodations.

**OR**

**Send for only some courses:** (fill this out only if you did not check the option above)

I will choose the courses and instructor names to whom you should send a notice of accommodation.

Course & Section Number (i.e., ENGL 0102-001)	Instructor
1.	
2.	
3.	
4.	
5.	

\*If your schedule changes after you have submitted your request, be sure to inform your Banacos advisor.\*

Which offices would you like notified and what should we tell them? \*\*Please type on the line to be specific in what you want us to notify them about.\*\*

- Residence Life \_\_\_\_\_
- Facilities \_\_\_\_\_
- Parking Clerk \_\_\_\_\_
- Dining \_\_\_\_\_
- Registrar \_\_\_\_\_
- Other: \_\_\_\_\_

Is there any other information you would like us to share with other offices or instructors?

- No
- Yes. What information and to whom?

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*To submit this form, please save it on your computer and email it to your Banacos Advisor via your WSU email address.\*\*

<p>*Office Use Only*</p> <p>Notes:</p>          
--